**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

| **INSTRUCTIONS:** A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
| --- | --- |
|  |  |
| DFW DIVISION/BRANCH/REGION/OFFICE  Ecosystem Conservation Division – Water Branch | POSITION NUMBER (Agency-Unit-Class-Serial)  565-038-0764-013 |
| UNIT NAME AND LOCATION  Water Operations and Resource Management – West Sacramento | CLASS TITLE  Senior Environmental Scientist (Supervisor) |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)  565-038-0764-013 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under the Under the direct supervision of the Environmental Program Manager, the Senior Environmental Scientist (Supervisory) leads the implementation of the Water Storage Investment Program (WSIP) for the California Department of Fish and Wildlife (CDFW). The incumbent will serve as an expert for CDFW on water storage projects eligible to receive funding from the WSIP and will be responsible for developing ecosystem public benefit contracts, participating in the environmental review and permit development for WSIP projects, and lead the administration of ecosystem public benefits for operational projects. The incumbent will directly supervise three Senior Environmental Scientists (Specialist) located in the Water Branch. Work in this position requires a high degree of personal initiative and independent judgement. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interests groups. The consequence of error in performing these duties may have highly significant and long-lasting implications for CDFW, public trust resources and the public. Specific duties and responsibilities are as follows: | |

| **PERCENTAGE OF TIME PERFORMING DUTIES** | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.) | | |
| --- | --- | --- | --- |
| 35%  35%  10%  10%  5%  5% | **ESSENTIAL FUNCTIONS**:  **Ecosystem Public Benefit Contract Development.**  The incumbent will lead and supervise staff in fulfilling CDFW’s responsibilities under Proposition 1 to develop ecosystem public benefit contracts for projects eligible for WSIP to ensure the achievement of said benefits. Specifically, the incumbent will:   * Collaborate with Department regions and branches on technical input on the long-term monitoring and management of ecosystem benefits. * Develop contracts in accordance with the Water Storage Investment Program regulations and Departmental requirements. * Collaborate with Office of General Counsel to negotiate contracts with project sponsors to administer ecosystem public benefits. * Develop and maintain current scientific knowledge of state and federally listed species, species of special concern, ecological processes, ecosystem restoration, environmental stressors and operations of the State Water Project and Central Valley Project.   **Environmental Review and Permitting.**  The incumbent will participate in and lead staff on the following:   * Review and comment on project CEQA/NEPA project documentation. * Participate in the development of incidental take permits and lake and streambed alteration agreements. * Provide comments on water rights applications and change petitions and other environmental permits. * Develop and maintain knowledge of CDFW policies, applicable state and federal laws and regulations.   **Coordination.**  The incumbent will:   * Coordinate closely with Department regions and branches on all aspects of WSIP implementation. * Provide input to management on policy related to the implementation of WSIP. * Participate in regular interagency meetings, public meetings, and individual stakeholder meetings. * Participate in Commission meetings, as necessary.   **Administration of Public Benefits.**  The incumbent will lead and supervise staff in the administration of contracts for ecosystem public benefits. Specifically, the incumbent will:   * Collaborate with Department regions and branches on monitoring of ecosystem public benefits. * Oversee regular reporting to the Commission on the administration of ecosystem public benefits. * Provide technical input to project sponsors on proposed project operations plans, ecosystem management strategies, and monitoring and adaptive management plans.   **Administrative Tasks**. Perform administrative functions associated with this position. Work with subordinates to conduct regular one-on-one staff check-ins, approve and submit monthly time activity reports and expense claims, develop annual work plans and individual development plans, conduct performance reviews, and initiate corrective actions. Manage program budget and evaluate program needs.  **NON-ESSENTIAL FUNCTIONS:**  Participate in the response and development of bill analyses. Assist with strategic planning activities in the Water Branch. Prepare budget change concept papers and budget change proposals. Participate in the Water Branch Senior Management Team. Maintain professional knowledge in the subject areas of, but not limited to, scientific and technical disciplines through literature review, trainings, seminars, workshops and/or professional societies.  **DESIRABLE QUALIFICATIONS**:  **Special Personal Characteristics:** Ability to act independently, with open-mindedness, flexibility, and tact. Good organizational skills, leadership, and initiative. Demonstrate ability to supervise staff, be dependable, flexible, and a problem solver. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult fisheries and wildlife management problems and new methodologies and scientific application to aid management in policy formation and implementation. Maintains productivity for completed staff work that is commensurate with that of peers for similar work products. Effectively manages time through goal setting, prioritizations, and work planning.  **Interpersonal Skills:**  Leads by example, is professional, builds trust through honest communication and actions, strives to listen to others and understand their interests, and maintains effective working relationships with other staff, managers, members of the public, key agency personnel, stakeholders, members of the media, and elected officials. Exercises a high degree of initiative and independent judgement in working on the most difficult and sensitive water management issues.  **WORKING CONDITIONS**:  Ability to use a computer keyboard several hours a day. Involves sitting for most of the time and walking or standing for brief periods. Attend meetings and workgroups in person and via conference call and Microsoft Teams. Travel and field work may be required. | | |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** | | | |
| **PRINT SUPERVISOR’S NAME** | | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **EMPLOYEE’S STATEMENT**: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**  **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.** | | | |
| **PRINT EMPLOYEE’S NAME** | | **EMPLOYEE’S SIGNATURE** | **DATE** |